



South Carolina
Department of Education

Together, we can.

MEMORANDUM

TO: District Superintendents
District Finance Directors
District Human Resources Directors

FROM: John K. Cooley, Deputy Superintendent
Division of Finance and Operations

DATE: July 19, 2010

RE: Definition of District Administrators for Furlough Purposes

Proviso 1.50 states in part the following "...The local school district board of trustees may implement a furlough of personnel once certification to the State Superintendent documents all funding flexibility has been exhausted and continued year-end deficits exist. Local school boards of trustees shall have the authority to authorize furloughs of these employees in the manner in which it sees fit. However, instructional personnel may be furloughed for up to five non-instructional days if not prohibited by an applicable employment contract with the district and provided district administrators are furloughed for twice the number of days. District administrators may only be furloughed on non-instructional days and may not be furloughed for a period exceeding ten days. District administrators shall be defined by the Department of Education using the Professional Certified Staff (PCS) System. For individuals not coded in PCS, the determination shall be made based upon whether the individual performs the functions outlined in position codes identified by the department as administration. Educators who would have received a year's experience credit had a furlough not been implemented, shall not have their experience credit negatively impacted because of a furlough implementation."

The State Department of Education (SCDE) provides school districts with the following guidance for determining district administrators:

- (1) Employee is employed at the district office with a school identification number of 000.
- (2) Employee is coded in one of the following position codes in the Professional Certified Staff (PCS) system: 16, 20-21, 24-26, 28, 30-35, 41-43, 47-84, 95-96.
- (3) If the employee is not coded in PCS, but performs a function outlined in a position code listed above, consider as district administrator for purposes of this proviso.

Districts should use its best judgment when determining which employees to furlough and the amount of days.

If you have any questions, please contact Mellanie Jinnette at 803-734-3605 or Len Richardson at 803-734-8504.